



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

SENIOR LEGAL TYPIST

**DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION – SANTA ROSA CLAIMS ADJUDICATION OFFICE**

Position: Senior Legal Typist

Salary: Range A \$2,419-\$2941
Range B \$2,704-\$3285

Locations: 50 D Street, Santa Rosa, Ca. 95404

Duties: Under the supervision of the Presiding Workers' Compensation Judge, the Senior Legal Typist performs the following duties: transcribes medical, legal, trade and professional terms from dictation machine. Transcribes machine dictation of correspondences from Workers' Compensation Judges. Type's letters, memos, legal orders and awards in accordance with Workers' Compensation Judges' instructions from findings of record. Prepares and processes a wide variety of legal documents such as applications, petitions, briefs pleadings, and permanent disability ratings. Keeps record of the status of cases handled by the Workers' Compensation Judge. Answers and screens telephone calls, attaches incoming mail to assigned cases, prepare statistics, etc. Performs other job related duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Venus Smith (510) 286-7091

Applications accepted until July 13, 2006, or until position is filled

Applications will be reviewed and interviews for some or all applicants may be subsequently scheduled.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.